

TO: Department Head

FROM: Nyoka L. Smythe, Registrar  
Indiana Law Enforcement Academy

SUBJECT: Shotgun Instructor Course No. 201138  
November 21 - 23, 2011

Only individuals who meet the following prerequisite will be enrolled:

- Current LETB Certified Firearms Instructor

A manual check of Academy records will be done.

Officers assigned to this course will report to the Indiana Law Enforcement Academy between 0730 and 0750 hours (Indianapolis time) on Monday, November 21, 2011. Class will begin promptly at 0800 hours. Academy lodging will not be provided the night prior to the opening day of the course.

Each officer should bring a 12 gauge shotgun with sling, duty leather and handgun, flashlight, eye protection, ear protection, cleaning equipment, 10 rounds of duty slugs, 10 rounds #00 buck or duty buckshot, and appropriate dress for all weather conditions.

The fee for this course is:

\$325.00 each resident and \$250.00 each commuter (Indiana residents)  
\$390.00 each resident and \$300.00 each commuter (out-of-state residents)

**PLEASE NOTE: due to the mandatory cut backs for the ILEA, evening meals will not be served here at the Academy. There are several restaurants in the area and you will be on your own for this meal.**

If your officer cannot attend this class he must be cancelled within five (5) working days prior to the start of the class or the department will be responsible for payment in full.

Payment of course fees (books, deposits) are to be made at the time of reporting. We cannot accept payment prior to the reporting date. If payment (check/cash) cannot be made at the time the student reports, please send a copy of a Purchase Order or a signed Accounts Payable Voucher, a Claim Voucher if your town/city/county will require one, or a signed statement of commitment to pay, indicating what procedures should be followed when invoicing and to whom the invoice should be directed.

Participants will be issued pens, pencils and writing paper by the Academy. Additional supplies are available for purchase through our Quartermaster Section. Officers should present cash in \$1.00, \$5.00, and \$10.00 denominations.

It is imperative that each officer enrolled in this course receive the following Information Bulletin.

If, for any reason, an individual is unable to report to the Academy as scheduled, please notify the Academy Registrar at (317) 837-3250.

NLS:ns  
Attachments

INDIANA LAW ENFORCEMENT ACADEMY  
Information Bulletin for Inservice Students

Parking: All resident students are to park in the student parking lot located on the North Side of the main building of the Academy complex. Commuter students may park in either the North or South parking lots, but not in front (East) of the building. Leave your luggage, clothing and personal articles in your car until you have completed registration.

Registration: Enter the main building through the front door and go immediately to the Quartermaster window for registration.

Tuition: If your course or seminar is of a tuition nature please bring cash, certified check, money order, claim voucher or personal check. Presentation of one of these methods of payment will be required when you register at Quartermaster.

Academy Security: An identification badge will be issued to you and it is to be visibly displayed at all times. (This information bulletin will serve as access authority for newly arriving students until an ID badge is issued.) You will also need to state your ID number to the monitor each time you eat in the cafeteria.

All buildings within the Academy complex are areas of controlled access. Entrance doors into the main building will be kept locked at all times except as follows: Main entrance doors will be open and monitored Monday through Friday 0700 - 1900 hours. Entry is to be through the main entrance only. Inservice students may exit through either the North or South doors (adjacent to student parking lots) at the end of the training day.

Inservice students have no curfew, however, after 1900 hours the ID badge must be shown to the Staff Duty Officer to gain entrance.

Any attempt to breach security by propping open doors, admitting someone to the Academy through a locked door, etc., may result in immediate dismissal from the Academy.

Dress Code: The Executive Director, through his staff, will refuse classroom/field exercise participation to any person whose dress or cleanliness reflects unfavorably upon that person's employing department, the Law Enforcement Training Board, or the staff of the Indiana Law Enforcement Academy.

Clothing worn must be clean, in good repair, and appropriate for the type of training being presented or received. Shorts, cut-offs, shirts without collars (T-shirts), and sandals are inappropriate during the normal classroom day and in the cafeteria. To avoid embarrassment we ask that you use good judgment in what you wear while at the Academy.

Firearms: No firearm of any type is to be taken into student living quarters. All students in residence will be issued a key to a gun locker for securing firearms. The gun lockers are located in the hallway just south of Quartermaster. Commuter and one-day seminar students are permitted to wear their firearm in classrooms, cafeteria and all common areas. Leaving weapons in vehicles is not recommended. (The maximum security Indiana Reception and Diagnostic Center for convicted felons, Boys' School, and Plainfield Correctional Facility are adjacent to this Academy.)

Dormitory Rooms: Students in residence are expected to maintain their assigned room in a clean and orderly condition. Dormitory rooms are subject to inspection at any time for purposes of safety, sanitation and rule violations. You may want to bring an alarm clock to assist you in arriving on time for classes and formations.

Smoking and Smokeless Tobacco: Smoking or chewing tobacco or dipping snuff is not permitted in any building on the Academy complex. Students may smoke in designated outdoor areas, but chewing and spitting are not permitted on Academy property.

Meals: (Tuition Courses) Meals served during the period of your course are included in the fee paid. You are asked to notify your course OIC if you are not going to eat so food will not be wasted. **PLEASE NOTE: due to the mandatory cut backs for the ILEA, evening meals will not be served here at the Academy. There are several restaurants in the area and you will be on your own for this meal.**

Additional: No alcoholic beverages are permitted on Academy property except those which are used in approved, scheduled classes. Intoxication on Academy property is grounds for dismissal from training.

Gambling of any kind is forbidden.

Sexual harassment and lewd or lascivious conduct will not be tolerated.

Profane language in common areas where it may be overheard by children and visitors will be deemed conduct unbecoming an officer.

While officers are driving to and from ILEA, they need to pay particular attention to the image they project. We have recently received more than the usual number of complaints from "neighbors" to our facilities. They are asked to drive the speed limit when in the area of ILEA, period. There are hundreds of children in and around this area. Their safety is not only in their hands, but the image of police in general is strengthened/weakened by their actions.

Inservice students are asked to set a positive and professional example for student officers attending basic classes.

NOTE: For complete information on Academy rules and regulations, refer to the Student Handbook on your dormitory desk. If you are a commuter student, copies of the handbook are on file in the Learning Resources Center and at the Quartermaster window.

Indiana Law Enforcement Academy  
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Plainfield, Indiana 46168-0313  
Phone 317/839-5191

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